

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6672    **TITLE:** MAINTENANCE CREW CHIEF    **GRADE:** S-15

**DEFINITION:**

Under general supervision, leads a single maintenance crew in the performance of a broad range of semi-skilled maintenance and/or construction tasks OR supervises multiple crews engaged in basic maintenance, construction, and/or groundskeeping tasks; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Maintenance Crew Chief differs from the Senior Maintenance Worker in that the Maintenance Crew Chief either leads a single crew in the performance of a broad range of semi-skilled maintenance and/or construction tasks OR supervises multiple crews engaged in basic maintenance, construction, and/or groundskeeping tasks, whereas the Senior Maintenance Worker either performs various semi-skilled maintenance and/or construction tasks OR supervises a single crew engaged in basic maintenance, construction, and/or groundskeeping tasks.

**ILLUSTRATIVE DUTIES:**

Leads, inspects, and reviews the work of a crew engaged in a variety of semi-skilled maintenance and/or construction activities;  
Inspects projects in progress and upon completion;  
Contacts County residents regarding complaints and other issues;  
Advises residents of County responsibility and refers them to the proper authority when appropriate;  
Estimates the amount of material to be used on a job;  
Prepares reports;  
Leads and participates in a variety of sewer maintenance work;  
Leads the flushing of storm sewers and catch basins;  
Leads and/or participates in the building of walks, curbs, and gutters;  
Ensures that crew members have been trained in the proper use of equipment;  
Ensures that safety procedures are followed;  
Assists crew members in the operation of various types of trucks and equipment such as flat-bed trucks, utility bucket trucks, snow plows or spreaders, combination vacs, rodders, and extend-a-jets;  
Responds to emergency situations including snow, flooding, and other designated emergencies;  
In absence of the Senior Maintenance Supervisor, performs duties of dispatching crews, preparing work orders, entering on-line time and attendance reports, preparing accident reports, addressing citizen complaints, etc;  
May assist in preparing safety tailgate topics for crews and presenting safety topics at meetings;  
Leads field inspection team of sanitary sewer, storm drainage systems, and stormwater management facilities in identifying maintenance items based upon established level of service;  
Verifies and corrects locations of stormwater drainage systems and facilities on GIS map;  
Supervises, inspects and reviews the work of several crews engaged in a variety of basic maintenance and construction activities;  
Oversees and is engaged in the work of assigned crews;  
Participates in hiring and appraising performance of assigned maintenance crews.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the methods, tools and equipment commonly used in the maintenance and construction of sanitary sewers, walk ways, roads, lawns, parks, etc;

Knowledge of common hazards and safety precautions;

Working knowledge of local, state, and national building, land development, and safety codes;

Ability to use tools, equipment, and materials pertinent to the construction and maintenance trades;

Ability to follow and interpret written instructions, diagrams, location maps, blueprints, and manufacturers' manuals;

Ability to follow and relay oral instructions to labor crew in performance of work orders;

Ability to organize and make oral presentations of safety topics and field operating guidelines at tailgate meetings;

Ability to accurately estimate time and material needs, determine when repair is not economically practical, and perform routine clerical tasks and arithmetical computations;

Ability to maintain good interpersonal relationships;

Ability to retrieve, modify, and print computer documents on a desk top computer;

Ability to lead or supervise a crew in the performance of their duties;

Ability to perform duties requiring manual dexterity and mechanical aptitude;

Ability to work outside with regular exposure to severe weather, noxious fumes, and high levels of dust;

Ability to perform medium to heavy labor.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from high school or possession of a G.E.D. issued by a state department of education;

PLUS

Four years of experience in maintenance, construction, or a related field.

**CERTIFICATES AND LICENSES REQUIRED:**

Contingent on area of assignment, some positions require a Commercial Drivers License (license class is determined by the area to which the position is assigned).

ESTABLISHED: February 10, 2005